



E-Rate Modernization Form 471

Virginia Department of Education
Office of Digital Innovations and Outreach





The FY2015 window will close
at 11:59 PM EDT on 3/26/15.

57

Days

14

Hours

21

Minutes

38

Seconds

**The E-rate
Modernization Order**

CLICK TO LEARN MORE

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FCC Form 471 online

New look and feel

Fields on the left side of screen (can be hidden), help/error messages on the right

Buttons to exit, save, or continue at the bottom of each page

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FCC Form 471 online

Progressive disclosure – form shows only the screens relevant to your type of application and the information provided earlier in the form.

Information is entered only once, then presented to you as needed

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General Information

- **Last Day to File a 470 is February 26, 2015**
- **File Your 471 Early**
- **Deadline to File a 471 is March 26, 2015**
- **Form 471 Must be Filed Online**
- **You must file for Category 1 and 2 separately**
- **Funding Request Details are entered on the 471 (not a separate item 21)**
- **Retain all documents (Ten Years)**
- **Review program rules**



Items You Need

- **Billed Entity Number**
- **FCC Registration Number**
- **NCES number, State LEA ID and State School ID**
- **School population**
- **Number of students eligible for NSLP**
- **All of your FRN information**



Creating Your 471 Online





Online Support

The Schools and Libraries Program website provides you with valuable information regarding the E-rate

Modernization Order at: URL:

<http://www.universalservice.org/sl/tools/modernization-order/default.aspx>

There are support documents and videos about calculating your discount rate and filing your 471.





Practice Using Forms 470 and 471

FCC Forms 470 and 471 for FY2015 are available on the Schools and Libraries Program training site .

Use the training site to practice filing the forms online.

Link to site on [DOE E-Rate Web page](#)

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Forms 471 Templates

Two types:

- 1. Discount calculations**
- 2. Item 21 (by category)**

**Excel spreadsheets;
available on the DOE
E-Rate Web page along
with instructions**

The screenshot shows the USAC website for Schools and Libraries (E-Rate). The header includes the USAC logo and navigation links: Contributors, Service Providers, Subscribe, and Contact USAC. A search bar is located in the top right. The main navigation bar is purple and contains the text "SCHOOLS AND LIBRARIES (E-RATE)" along with links for "APPLY ONLINE", "MAKING PAYMENTS", "FORMS", and "TOOLS". Below this, there are tabs for "APPLICANTS" and "SERVICE PROVIDERS". The "FORMS" tab is selected, showing a list of forms: "Personal Identification Number (PIN)" and "FCC Form 471 Templates". The "FCC Form 471 Templates" link is highlighted. Below this, there is a section titled "FCC Form 471 Templates" with a description: "The first set of templates below allows applicants to enter and save entity information to import (upload) into the online FCC Form 471. Note that the templates are optional, and will be most useful to applicants with large numbers of entities. Applicants can also enter this information directly into the online form." This is followed by a link to "Instructions for Completing the Discount Calculation Templates" and a list of templates: "School Template for Discount Calculations V15-2" and "Library Template for Discount Calculations V15-2". Below this, there is another section titled "Instructions for Completing the Funding Request Templates" and a list of templates: "Item 21a", "Item 21b", "Item 21c", and "Item 21d". At the bottom of the page, there is a purple banner that says "The E-rate Modernization Order" and a link to "CLICK TO LEARN MORE".





Forms 471 Templates

The USAC-provided templates must be used; macros used

After downloading a template and saving it to your computer, enable the macros.

Do not use fill down or fill right functions. These functions will interfere with the macros.

Use Excel 2007 or above to complete the templates





Any Questions?



Contact Information

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